



Cobb County...Expect the Best!

COBB COUNTY GOVERNMENT

Human Resources Department
 Employment Center, 100 Cherokee Street,
 Second Floor
 Marietta, GA 30090-7006
<http://www.cobbcounty.org/hr>

RECREATION PROGRAM COORDINATOR

Job Title	RECREATION PROGRAM COORDINATOR
Working Title	RECREATION PROGRAM COORDINATOR
Position Information	This position is assigned to Cobb County P.A.R.K.S.
Salary	\$42,224.00 to \$66,518.40 per year
Grade Code	52
Position Number	2094009
Essential Duties	<p>Plans and implements short and long-term goals, objectives, and strategies to ensure efficient organization and utilization of the facilities/programs/personnel and other allocated resources.</p> <p>Develops operational guidelines and procedures for the overall and day-to-day operation of the Recreation Center; ensures operations comply with established policies, procedures and applicable regulatory standards.</p> <p>Provides training for recreation staff in carrying out programs under charge in accordance with County and department policies and procedures; such training includes administrative operations, training specific to the program/facility mission, and safety.</p> <p>Develops master program/facility calendars in a manner to optimize utilization of resources and generation of revenues; effectively resolves scheduling issues and conflicts with limited lead time.</p> <p>Receives and responds to requests, complaints, concerns, and general inquiries from the public and patrons; provides resolution within prescribed area of responsibility.</p> <p>Performs public relations activities in representing the department and presenting information to citizens, businesses, boards, etc.</p> <p>Performs other related duties as assigned</p>
FLSA Status	Exempt
Hours worked per week (include over time)	40
Department Code	105
Department Name	Parks, Rec, & Cultural Affairs
Unit Code	3105
Unit Name	Cobb County PARKS Department
Position Type	Full-Time
Job Category	Parks and Recreation
Internal or External	External-Open to Public
Minimum Qualifications	Bachelor's degree in Leisure Services, Recreation, Education, Physical Education, Sports Management, Arts or related field; supplemented by three years progressively knowledgeable and skilled experience in recreational, leisure services and/or arts program administration; or an equivalent combination of education, training and experience.

	Additional certifications may be required according to the functional assigned area Valid Driver's License
Physical Requirements	While performing the essential functions of this job the employee is regularly required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and lift and/or move up to 25 pounds. While performing the essential functions of this position there is potential for exposure to fumes or airborne particles, toxic or caustic substances, outside weather conditions, excessive noise, and dampness/humidity
Posting Number	00356 (TR)
Posting Date	09/06/2016
Open Until Filled	Yes
EEO Statement	Cobb County is an equal opportunity employer. Cobb County Government does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.
Employment Notice	Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please contact us if you require accommodation to apply for a position. If you need assistance, please contact us at 770-528-2541 Cobb County Government is a smoke-free environment for all employees. Cobb County Government is a Drug-Free Workplace. All employees are subject to reasonable suspicion and post-accident testing.
Quicklink for Posting	http://cobbcounty.peopleadmin.com/postings/15440